

**Brittany E. Lutz**

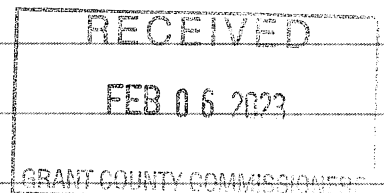
**From:** noreply@civicplus.com  
**Sent:** Monday, February 6, 2023 3:29 PM  
**To:** BOCC Consent  
**Subject:** Online Form Submittal: OUT OF STATE TRAVEL REQUEST APPLICATION

**\*\*EXTERNAL EMAIL\*\***

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## OUT OF STATE TRAVEL REQUEST APPLICATION

Traveler's Name	Tom Tufte
Dept/Committee	Sheriff's Office
Date of Request	2/6/2023
Travel Type	Out of State Travel
Departure Date	3/12/2023 12:00 AM
Return Date	3/17/2023 12:00 AM
Grant	No
Fund/Dept	001.114.00.0000.521204906
Destination (City, County, State)	Clacamas, Oregon
Purpose of Travel	Leadership training- Important training as a newly promoted Corporal. Tom was place on a waitlist due to the class being full. A seat opened up and he was notified on Friday.
Hotel - GSA Rate	\$115.00
Hotel - Nightly Rate	\$115.00
Cost Application	Government Rate
Rental Car Required	No
Hotel Total	\$620.00
Conference Fee	\$795.00



Daily M&IE at Destination	\$64.00
Rental Car Cost per day	0.00
Explanation for Rate (required if hotel cost is greater than per diem, or government rate)	x
Air Carrier	0.00
Cost of Flight	0.00
Total trip cost (Include all cost totals)	\$2914.00
Preparer's Name	Tonya Steele
Preparer's Title	Support Specialist
Preapproved by EO/DH?	Yes

Use of travel card to fill a rental vehicle gas tank prior to its return is recommended.

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